



ADMINISTRATION AND BUSINESS OFFICER

Job Code: 3026
EEO Class Code: Professional
Union Status: Unclassified
FLSA Code: Exempt
Salary Grade: 19
PCA

NATURE OF WORK

This is a senior management position responsible for a separate City division that provides administrative and financial/business support services to the Public Works Department, which consists of several divisions, and the Capital Improvement Projects (CIP) Office. Incumbent will report to both the Public Works Director and the CIP Office Director, with responsibility for the administrative and financial/business performance of both departments, and will guide and assist in the decision-making processes of the management teams of both departments. The nature of the work requires an advanced understanding of the complexity of Public Works and CIP operations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Directly responsible for the shared Administration and Business Division of the Public Works Department and CIP Office.
- Manages the preparation of all budgets for Public Works and CIP.
- Manages the execution of project budgets, funding and expenditures for both departments.
- Implements reporting mechanisms for operational and capital budget expenditures and revenues.
- Develops rate schedules and prepares rate ordinances for the City's utilities.
- Coordinates with the Procurement division on all Requests for Proposals (RFP), Invitations to Bid (ITB), etc., for both departments.
- Coordinates the Commission Item drafting and submission process for both departments.
- Prepares financial analysis reports at the request of the Directors or City Management.
- Manages all Administrative workload, including, but not limited to:
 - Responsible for working with Human Resources Department on issues such as EOC; Discipline; Investigations; EAP; FML; Compensation; Benefits; Recruiting and Backgrounds.
 - Responsible for working with the City Attorney's office on issues such as pending/upcoming employee cases against the City.
 - Deals with employee needs such as FML requests; pension issues; salary adjustments; and meal allowances.
 - Composes correspondence for the Directors regarding HR issues; Labor Relations issues, policies and procedures.
 - Conducts "confidential" employee investigations with Directors.
 - Responsible for working closely with Risk Management in regard to Worker's Compensation issues such as claims, reports, and surveillances.
 - Responsible for working with Labor Relations on matters such as the resolution of grievances, public records requests; and Labor/Management meetings.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge on current theories, literature, resources, methodologies and pronouncements in the field of financial analysis.
- Requires knowledge of Public Works and Capital Improvement principles and how these relate to both operational and capital budgeting.
- Knowledge of local government operations, such as drafting of resolutions and/or ordinances.

- Thorough knowledge of the principles and practices of public and business administration, and management of objectives.
- Thorough knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Thorough knowledge of supervisory principles and practices.
- Ability to supervise, plan, direct, and coordinate the work of professional and clerical employees in the implementation of internal controls and operational policies and procedures.
- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental functions.
- Ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resources.
- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors and the general public.
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups.
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of various departmental employees in a manner conducive to full performance and high morale
- Extensive knowledge of the basic principles, practices, and techniques of business and/or public personnel administration.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's degree in finance or accounting or engineering, architecture, construction management or related field.
- Master's degree in related field preferred
- Considerable experience in government financial management and administration and/or service management of similarly sized Public Works or Capital Construction operations that demonstrate the requisite knowledge, skills and abilities in a supervisory capacity
- Experience can substitute for education on a year for year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.
- No significant standing, walking, moving, climbing, carrying, bending, kneeling.
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General and specific assignments are received from the Public Works Director and the CIP Director.
- Work is performed with little direct supervision and with extensive latitude for independent judgment
- General direction is received from the Directors/Assistant Directors for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.